

November 5, 2018

Brianne Wyatt
Senior Conference Manager
Professional Education
2606 W. Pioneer
Puyallup, WA 98371-4998

Dear Ms. Wyatt:

Pursuant to RCW 28B.10.528, and the authority conferred on me by the WSU Board of Regents, I delegate to you the authority to administer and execute the following contracts on behalf of Washington State University that are related to your duties as Senior Conference Manager, provided that all University policies and procedures and applicable laws in effect at the time of signature have been followed, and that you have completed all training required by the Contracts Office, Purchasing Services, and the Washington Department of Enterprise Services:

Contracts to hire speakers, presenters, teachers, and lecturers, where the value of the contract does not exceed \$50,000 per instrument.

Contracts for facilities to provide conferences and programs, where the value of the contract does not exceed \$50,000 per instrument.

Contracts for travel, meals and conference-related services to be used by participants and individuals who deliver programs, where the value of the contract does not exceed \$50,000 per instrument.

Revenue agreements between Professional Education and its clients for the provision of professional education services, where the value of the contract does not exceed \$75,000 per instrument.

Except as specified above, contracts for purchased goods and services, where the value of the contract does not exceed \$10,000 per instrument.

Any agreement for goods or services exceeding the statutory "Direct Buy Limit" (currently \$10,000 and subject to change) must be competitively awarded or justified as a sole-source procurement through Purchasing Services.

This delegation of authority includes the obligation to manage and administer the contracts in accordance with the terms therein, and to seek guidance on any particularly sensitive or difficult cases as appropriate, depending on the circumstances. This delegation of authority is effective immediately and will remain in effect as long as you hold the responsibilities associated with Senior Conference Manager, or until revoked by me. By exercising this authority you acknowledge that you have completed the required training and understand the scope and limitations of your delegation. I know you will use sound judgment in the execution of these responsibilities.

Sincerely,



Kirk H. Schulz
President

cc: Attorney General's Office
Finance and Administration
Purchasing Services